



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 7, 2008

James Watson
Vice President, Operations
California Manufacturing Technology Consulting (CMTC)
690 Knox Street, Suite 200
Torrance, CA 90502

Dear Mr. Watson:

RE: FINAL MONITORING VISIT REPORT for CMTC – ET06-0280

Date of the Visit:	06/19/08
Beginning/Ending Time:	10:00 a.m. – 12:15 p.m.
Date of Last Visit:	10/20/07
Visit Location:	Torrance
Persons in attendance:	Rocío León, Training Manager, CMTC Mark Reeves, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	04/05/06 – 04/05/08	Agreement Amount:	\$2,055,810
Training Start Date:	04/17/06	No. to Retain:	2,168*
Date Training must be Completed:	01/04/06	Range of Hours:	24 - 160
Type of Trainee:	Retrainee		

**Per Agreement Revision No. 3.*

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5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

Training began on April 17, 2006 and project staff confirmed that all training was completed by January 4, 2008 which allows for the 90-day retention period to be completed within the term ending date of April 4, 2008.

ETP approved the following revisions to your Agreement:

Agreement Revision Number 1 was approved on October 27, 2006 to add two Variable Reimbursement Job Numbers (15 and 16), and redistribute trainee slots between new and existing job numbers. This revision did not affect the contract funding amount.

Agreement Revision Number 2 was approved on September 10, 2007 to revise the maximum number of trainees to be retained, delete job numbers 7 & 8, revise the Menu Curriculum by adding Advanced Technology (AT) modules to Jobs 9 through 16, and add occupational titles to receive AT training. This revision decreased the contract funding amount by \$50.

Agreement Revision Number 3 was approved on December 4, 2007 to revise the maximum number of trainees to be retained in Job Numbers 2 and 3. This revision did not affect the contract funding amount.

• INTERVIEW WITH THE CONTRACT REPRESENTATIVE

Based on your lower than expected completion rate, Mr. Reeves inquired regarding the barriers that precluded CMTC from performing better on this Agreement. Ms. Leon reported that business demand and challenging economic conditions led to fewer employers participating in training than initially anticipated. Ms. Leon explained that CMTC has improved its outreach efforts better serve employers and help them overcome common barriers to training.

Ms. Leon reported that CMTC did not experience any significant record keeping problems during the administration of this Agreement. However, regarding the online Amendment Revision process, she did suggest that increasing the dialogue box beyond the current limit of 255 characters would help facilitate to the process.

Breakdown and discussion of expected earnings:

Project staff provided Mr. Reeves with projected statistics for the closeout of this Agreement. As of the date of this meeting, your records show that 1502 trainees have completed training and the 90-day retention period. Current ETP records show that CMTC has earned \$1,103,543, or approximately 54 percent of the encumbered total. Project staff confirmed that the closeout invoice has been submitted and Ms. Leon informed Mr. Reeves that she expects the final completion rate to remain near 54 percent following closeout of this Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	337	339	339	9	330	327
2	544	507	507	40	467	466
3	80	44	44	8	36	36
4	157	97	97	11	86	86
5	73	54	54	5	49	49
6	60	27	27	3	24	24
7	0	0	0	0	0	0
8	0	0	0	0	0	0
9	100	72	72	10	62	62
10	140	64	64	2	62	62
11	24	3	3	0	3	3
12	60	29	29	0	29	29
13	15	9	9	0	9	8
14	69	24	24	4	20	20
15	380	250	250	15	235	233
16	129	114	114	17	97	97
Totals:	2168	1633	1633	124	1509	1502

ATTENDANCE ROSTERS:

During this final meeting, Mr. Reeves reviewed class/lab attendance rosters for 25 trainees (across five different participating employers) enrolled in Jobs 1, 3, 4, 9, and 16. The rosters covered the period from April 17, 2006 through August 30, 2007. The review showed that the ETP requirements were met and properly documented. The rosters were complete and the 1:20 trainer to trainee ratio was maintained. The review confirmed that the trainees completed 24 to 80 hours of class/lab training from the approved curriculum.

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. It is your responsibility to ensure that 100 percent of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22, California Code of Regulations, Section 4442).

AUDIT:

CMTC will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Reeves at (818) 755-3635 or by e-mail at sreeves@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

S. Mark Reeves, Contract Analyst
North Hollywood Regional Office

cc: Rocio Leon, CMTC (via e-mail)
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor _____